

NIH DAY CARE BOARD MEETING MINUTES

June 1, 2000

Building 45 (Natcher) / Conference Room B (lower level)

10:00 a.m. to 12:00 p.m.

Attendees: Deborah Henken, Lee Ettman, Mary Haas, Gerald Hines, Pamela Jenkins, David Lankford, Kim Plascjack, Tracy Rankin, Anne Schmitz, Corliss Taylor, Barbara Thomas, Wendy Thompson

Guests: Bob Henry/DES, Beth Levy/ECDC, Alisa Green/WFLC

- I. Approval of Minutes:** Minutes from the April 6, 2000 meeting were reviewed and unofficially approved by the Board, as not enough voting members were present.
- Pamela J. will e-mail these minutes to all voting members and ask them to vote electronically.
- II. Introductions:** Guests were welcomed to the meeting. Debbie H. announced that the Board's recommendation to re-appoint Corliss Taylor from a non-voting ex-officio member to a voting member was approved by Stephen Ficca, Associate Director, ORS. Members welcomed Corliss back to the Board and acknowledged her continued support for the NIH Day Care Programs.

III. Center Reports:

ChildKind, Inc.

- Installation of the play shades was completed the first week of May.
- A Mother's Day breakfast was hosted at the center.
- The center was closed on June 5 for a Staff Professional Day for training.
- The center's annual picnic / Staff Appreciation Day is scheduled for June 14 at Cabin John Park.
- Staff began utilizing the new fingerprinting services provided through HRB to obtain their re-certifications of their criminal background checks.
- Brown & Root along with DES are continuing to work on improvements to the HVAC system.

Parents Of Preschoolers, Inc. (POPI)

- The center's Spring Family Event is scheduled for June 8.
- The swimming program will begin on June 20. Children will go twice a week to the Rockville Municipal Pool.
- Staff are preparing for the Summer program, e.g., clean up work has been done in the garden area.
- Father's Day Potlucks are being scheduled.

Executive Child Development Center (ECDC)

- On May 31, met with Gerald H. Pamela J. and Karen Queen, DES Facility Manager, to discuss the expansion program for the school age children and the requirements for the two additional classrooms. The meeting was successful and a block design of the space was provided.

- Maryland is changing its regulations as it relates to the number of staff required to be trained and certified in first aid and CPR. The change will now require that there be one person who is trained and certified for every twenty children enrolled in a program. Last week, 45 staff attended a training course at the center to ensure the program will be in compliance when this change becomes effective.
- Anne S. received an invitation from Doug Duncan to attend a conference with the Child Welfare League of America to participate in devising national standards for children.
- Through the efforts of Debbie H., she was able to obtain the name of the contractor who offers flu shots to NIH employees within the Clinical Center. Anne S. contacted this individual on behalf of ECDC who has his own private business, and set up an appointment at the center for her staff to obtain the Hepatitis B vaccination. This individual will also provide her staff their Tuberculosis shots every two years.
- On June 16, the center will be closed for a Professional Day to prepare the center for its Summer program. A second bus was acquired to assist the center in transporting children on field trips.
- There is a pungent odor emanating from within the kitchen. Bob Henry, DES will take the lead on addressing this issue

IV. Updates/Coordination Efforts:

GSA FPS Inter-Agency Agreement:

- On April 11, Gerald H., Pamela J., Lee E. and Mary H. along with representatives from GSA/FPS and HRB/ORS met to review GSA's procedures and forms for obtaining criminal background checks. Within two weeks after the meeting, the center directors were provided with the new forms and asked to immediately begin utilizing these new procedures.

Child Care Program Specialist:

- Gerald informed members that 14 out of the 36 applications made the cert. HRB will forward the applications today to the Quality Review Board (QRB). QRB members are Gerald H, Debbie H., Corliss T., Kim P., Mrs. Margery Sher, Fried & Sher, and Mr. Tim Tosten, DSS. The CCPS is expected to be hired sometime this Fall. A meeting will be scheduled mid-June with HRB and the QRB to review the instructions for the rating process.

Needs Assessment:

- Debbie H. mentioned that the efforts to conduct a needs assessment at this time remain unknown. She indicated that there appears to be other areas within NIH that perform surveys/assessments and that it may be possible to incorporate our child care questions into one of these bigger assessments. She has met with David Holly, OMA, who is a demographer and will work with a small group of Board members in developing the assessment.

Chair Activities:

- Debbie H. indicated that she would need to begin working on the Board's annual report to Dr. Varmus. She also mentioned that members must begin considering appointing a new Chairperson since her term will be over as of April 2001. Center Directors were asked to survey their parents to recruit potential new Board members.

IV. Round Robin:

- Gerald H. informed members that DES was successful in its negotiations with the contractor on their price for the construction of the new child care center. The initial construction estimate came in 900K over the budgeted amount. In order to meet the budget, measures were taken by DES to perform value-engineering tactics, i.e., selecting alternate materials that will still meet the requirements, and omitting certain items from the construction cost. Other items will be identified outside of the contract and will be separate bid items. Further discussions will be required between REMB and DES to identify the funds necessary for the items not included in the construction budget. Construction will begin on June 15. Signs have been put in place near the site. Gerald also indicated that there has been a discussion with DES regarding the NIH Master Plan that provides another site for a Northwest child care center near the new Clinical Research Center.
- Wendy T. indicated that the Resource and Referral Program has received 237 telephone calls pertaining to child care since December, 1999. She will soon be receiving a copy of the comprehensive evaluation report and can then provide the Board with more detailed information at the next meeting. She also mentioned that funding was approved for the lactation program to be continued through fiscal year 2001 and beyond. NIH has given its commitment to have a lactation room within all new constructed buildings.
- Debbie recommended that the next meeting scheduled for July 27 be canceled. Members agreed to her recommendation.

VI. Meeting was adjourned at 11:05 AM.

VII. Next meeting has been scheduled for September 7, 2000 – location EPN/Conf. Rm. G

Prepared by:
Pamela Jenkins
August 23, 2000